

EDITED TASK LISTING

CLASS: FIRE CHIEF, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Direct and supervise fire fighting staff in the performance of fire suppression utilizing the Incident Command System (ICS) under the direction of the Department Operational Manual (DOM) 52090, California Code of Regulations (CCR) Titles 8, 15, 19, & 24 and the National Fire Protection Association Standards (NFPA).
2.	Direct and supervise fire fighting staff in the performance of fire prevention utilizing audit/inspections tools and regulatory inspections that comply with the DOM 52090, CCR Titles 8, 15, 19, 22 & 24, and NFPA.
3.	Direct and supervise fire-fighting staff in the performance of custodial activities to maintain the safety and security of the institution by ensuring staff attend mandated/on the job/in-service training programs, in accordance with DOM 52090, CCR Title 15 and various operational procedures.
4.	Respond to emergencies (e.g., fire, rescue, medical and natural disasters) and take command in the extinguishments of fires and minimizes fire and water damage; to prevent injury, loss of life and property damage within the institution/surrounding community and throughout the state; to fulfill mutual aid agreements utilizing available institutional fire fighting resources in accordance with of DOM 52090; CCR Titles 8 & 15; and NFPA, and ICS.
5.	Supervise the use of fire fighting equipment and fire fighting apparatus (e.g., fire engines, patrols, generators, nozzles, fittings, monitors, fire hose, ladders, forcible entry tools, etc.) within the institution/community through prior training and emergency site direction ensuring the safety and security of staff/equipment while mitigating the emergency using the ICS in accordance with NFPA standards, DOM and CCR Title 8.
6.	Supervise firefighters in the inspection and testing of fixed fire suppression and detection systems (e.g., fire sprinklers, standpipes, automatic and manual alarms, etc.) within the institutions to maintain operational readiness utilizing audit tools in accordance with NFPA standards. DOM and CCR Titles 19/24.
7.	Supervise the placement, maintenance/inspection and servicing of fire extinguishers within the institutions to ensure the availability of operable fire extinguishers using audit tools (i.e., fire evacuation plans, inspection, forms, etc.), approved recharging systems and extinguishing agents in accordance with DOM and CCR Title 19.

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8.	Advise and make recommendations to management on related fire and panic safety aspects of building design and construction/remodeling within the institution to ensure fire safe design and occupant safety utilizing audit tools, blueprints, site layouts, construction design, etc., in accordance with DOM, CCR Title 19/24 and NFPA standards.
9.	Supervise the development and inspections for proper placement of emergency evacuation plans within the institution and maintain copies on file in the Fire Department to provide safe egress and information for all occupants indicating primary and secondary evacuation routes during all emergencies utilizing pre-incident plans, plot plans, visual/verbal orientations, etc., in accordance with CCR Titles 19/24 and DOM.
10.	Develop procedures and make recommendations in regard to occupant load, fire equipment placement, and fixed/non fixed seating to meet fire regulations for indoor institutional gatherings (e.g., visitors, religious services, groups/activities, etc.) to provide fire/life safety and security of the institution utilizing audit tools, occupancy load formulas, etc., in accordance with CCR Titles 19/24 and DOM.
11.	Supervise in the development of lesson plans for fire prevention and training programs to educate institutional staff (custody/non-custody) to ensure a safe work environment utilizing educational materials (e.g., IFSTA (International Fire Service Training Association) manuals; DOM; training aids—i.e., evacuation plot plan; audio visual aids; fire extinguishers, etc.) in accordance with DOM and CCR Titles 8/19/22/24.
12.	Supervise fire fighters during emergency medical responses, to aid the sick and injured (staff/inmates/visitors) by providing basic life support based upon the level of training and institutional policies and procedures utilizing State Emergency Medical System (EMS), State Fire Marshal (SFM) First Responder Medical and American Red Cross Advanced First Aid/CPR protocols.
13.	Administers a correctional institution fire department (e.g., plan, organize, coordinate, and direct the activities of personnel; keep records and prepare reports; evaluate staff and inmates on conduct and productivity; participates in staff and inmate counseling programs, interpret and apply provisions of the Ralph C. Dills Act, etc.) to maintain a cohesive and functional fire department utilizing policies and procedures in accordance with DOM and CCR Title 15.

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14.	Supervise, train, evaluate and review the work assignments/behavior of inmates to ensure completion of duties while maintaining the safety and security of the institution and inmates utilizing job descriptions, CDC 101 Inmate Performance Report, CDC 128A/B Informational Chrono, CDC 115 Violation Report, institutional counts, security searches/inspections of the firehouse for contraband, etc., in accordance with DOM and CCR Title 15.
15.	Evaluate inspections/maintenance records, safety/service records and manufacturers specifications to justify cost for new/replacement/maintenance/repairs of equipment, personal protective clothing/equipment, and apparatus by preparing contracts, purchase orders, service and expense orders that encompass a scope of service, etc., using establish policies and procedures set forth in DOM, CCR Titles 8/19, and NFPA standards.
16.	Prepares duties statements for the fire department personnel to provide direction for daily training, workload and operational needs through analysis of regulatory inspection requirements, custody concerns, routine work assignments and response readiness in accordance with DOM, CCR Titles 15/19 and NFPA standards.
17.	Acts as an advisor to institution management on areas such as fire prevention, fire suppression, arson investigation, safety, hazardous materials to create a safe work environment utilizing audit tools, inspection forms, communication equipment, DOM, CCR Titles 19/22/24, Penal Code, NFPA standards, etc., as necessary.
18.	Acts as a member of the Institutional Safety Committee, to address and analyze safety concerns utilizing audit tools, agenda items, staff concerns, safety grievances, accident investigations, union agreements, etc., in accordance with DOM 31020.
19.	Acts as liaison to the State Fire Marshal's Office during the annual fire and life safety inspection of a correctional facility to ensure a safe living and working environment for staff/inmates by documenting fire and life safety deficiencies and developing a Corrective Action Plan addressing deficiencies in accordance with DOM and CCR Titles 19/24.
20.	Direct and supervise fire-fighting personnel during a hazardous materials incident to protect the staff/inmates/public by establishing safety barriers and containment utilizing a defensive response, ICS and mutual aid resources to mitigate the incident under the direction of the DOM, CCR Titles 8/19/22 and NFPA standards.

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21.	Supervises and directs investigations, the gathering of evidence of all fires, reviews and submits reports when necessary to management and/or State Fire Marshal's Office or District Attorney's Office for appropriate disciplinary or legal action concerning possible arson involving institutional property utilizing knowledge/training, visual inspection, photos/videos, interviews, etc., in accordance with DOM and State Fire Marshal requirements.
22.	Supervise fire department staff in the inspection, use, handling and storage of all hazardous materials (e.g., flammable liquids/solids, gases, corrosives, etc.) to produce a safe work environment and to ensure compliance with Federal, State and local regulations by a correctional facility utilizing audit tools, inspection/violation reports, visual inspections, etc., in accordance with DOM, CCR Titles 19/22/24.
23.	Ensure staff is in compliance with the departmental American with Disabilities Act and Equal Employment Opportunity policy by monitoring, training, documenting, taking immediate corrective action to promote a work environment free of discrimination (e.g., age, gender, race, religion, etc.) pursuant to local and federal laws.
24.	Attend and supervise staff fire-fighters to ensure they meet all mandated training requirements (e.g., Use of Force, Range Qualifications, Chemical Agents, Bargaining Unit training requirements, Emergency Medical/Fire-Fighting training, Hazardous Material Response training, etc.) utilizing In-service Training (IST), On-job Training (OJT), etc., as outlined in the departmental policies and procedures.
25.	Communicates in a professional and effective manner and deals with confidential and sensitive issues with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, as necessary.